

RECORDS RETENTION AND DISPOSITION SCHEDULE  
GENERAL SCHEDULE NO. 19  
COUNTY AND MUNICIPAL GOVERNMENTS  
ADMINISTRATIVE RECORDS

---

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

**APPROVED: Conley L. Edwards, State Archivist**

---

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 1 OF 18 PAGES

---

**CONDITIONS FOR RECORDS RETENTION AND DISPOSITION**

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 2 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Acknowledgment and Referral Files</u> This series consists of forms and/or correspondence that acknowledge receipt of an item or forwarding of an item to another office; no other action is taken or expected of the forwarding office.	010021	Retain 3 months then destroy.
<u>Administrative Databases</u> This series consists of paper or electronic databases used solely to track routine tasks done in most offices.		Refer to <i>General Records Retention and Disposition Schedule No. GS-23, Electronic Records</i> for retention guidelines.
<u>Administrative Files</u> This series consists of files created during the routine operation of an office. Includes routine correspondence, memoranda, notes and handwritten messages. Does not include records related to any major function of the agency.	010023	Refer to records series 010037, 010038, 010039 and 010104, "Correspondence" or "Subject Files."
<u>Agenda and Supporting Documentation Files</u> This series consists of scheduled and/or published agendas and public notices of meetings along with materials reviewed or used by the board/commission/conference in making decisions. May also include other items presented to the board/commission/conference or introduced by board/commission/conference members. <i>Code of Virginia</i> §2.2-3708.	010024	Retain 3 years then destroy.
<u>Agreements, Memorandums of Understanding (MOU) and Non-Fiscal Contracts</u> This series consists of signed, binding agreements, other than contracts involving procurement or payment of monies. The agreements may be between departments within the locality, other localities, other government agencies, business entities or an individual or group of individuals.	010025	Retain 3 years after termination or expiration then destroy.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 3 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Applications for Volunteer Services</u> This series documents the recruiting or selecting of volunteers to work in any locality project or service.		Refer to <i>General Records Retention and Disposition Schedule No. GS-3, Personnel Records</i> for retention guidelines.
<u>Appointment Calendars</u> This series consists of printed or published calendars of public officials intended for limited or general distribution.	010027	Retain 1 year after last scheduled event then destroy.
<u>Board/Commission/Conference/Committee Meeting Record - Boards of Supervisors and City Council</u> This series documents proceedings of various meetings of boards of supervisors or city councils. Includes minutes, agendas and any material presented for use in making board or council decisions.		Refer to <i>General Records Retention and Disposition Schedule No. GS-4, County, City and Town Administration Records</i> for retention guidelines.
<u>Board/Commission/Conference/Committee Minutes - Other Boards Having Enforcement, Regulatory or Decision Powers</u> This series documents proceedings of various meetings of boards/councils/conference/committee having enforcement, regulatory or decision powers.	010029	Retain permanently in locality.
<u>Board/Commission/Conference/Committee Minutes - Other Boards Without Enforcement, Regulatory or Decision Powers</u> This series documents proceedings of various meetings of advisory boards/councils/commissions/committees.	010030	Retain 3 years then destroy.
<u>Board/Commission/Conference/Committee Notes or Recordings of Meetings - Nonelectronic Meetings</u> This series temporarily documents proceedings of various meetings. Includes stenographer's notes or audio or visual recordings. This does not apply to electronically held meetings.	010031	Retain until minutes are transcribed and approved then re-use, erase, or destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 4 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Board/Commission/Conference/Committee Recordings of Meetings - Electronically Held Meetings</u> This series documents proceedings of electronically held meetings. Includes audio or visual recordings.	010032	Retain 3 years or until minutes transcribed and approved, whichever is greater; then destroy. <i>Code of Virginia</i> §2.2-3708.
<u>Consultants' Reports and Related Documents</u> This series consists of consultant reports produced by or for the locality.	010033	Retain 5 years then destroy.
<u>Contract Administration Records</u> This series documents performance and conformance with contract stipulations not of a fiscal nature.	010034	Retain in accordance with terms of contract or 5 years after termination, whichever is greater; then destroy.
<u>Contract and Agreement Records</u> This series documents contractual obligations of the locality or owed to the locality.	010035	Retain in accordance with terms of contract or 5 years after termination, whichever is greater; then destroy.
<u>Correspondence/Subject Files - Boards/Councils Mandated by the Code of Virginia or the Virginia Administrative Code - Chairpersons</u> This series documents incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.	100891	Retain permanently in locality, or may be transferred to the Archives, Library of Virginia. Archives may purge records in accordance with standard archival practices.
<u>Correspondence/Subject Files - Boards/Commissions/Conferences Committees (Other Boards/Etc) - Chairpersons</u> This series documents incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.	100892	Retain 3 years then destroy.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 5 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Correspondence/Subject Files - Board Members - Except Chairpersons</u> This series documents incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.	100893	Retain 3 years, then destroy. Disposal reporting on <i>Certificate of Records Destruction</i> (RM-3 form) not required.
<u>Correspondence/Subject Files - City/Town Manager, City/Town Council, County Administrator and Board of Supervisors</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.		Refer to <i>General Records Retention and Disposition Schedule No. GS-4, County, City and Town Administration Records</i> for retention guidelines.
<u>Correspondence/Subject Files - Department or Division Heads</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.	010037	Retain 3 years then destroy.
<u>Correspondence/Subject Files - Other Officials</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments, in any physical format including, but not limited to, paper and e-mail.	010038	Retain 2 years then destroy.
<u>Correspondence/Subject Files - Routine, Administrative - Not Specified Elsewhere</u> This series consists of incoming and outgoing letters, memoranda, faxes, notes and their attachments of a routine administrative nature, in any physical format including, but not limited to, paper and e-mail.	010039	Retain as long as administratively necessary then destroy.
<u>Directives - Originator's Record Copy</u> This series consists of directives from the city council, city manager, county administrator or board of supervisors outlining policy to lower levels of authority.	010040	Retain permanently in locality.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 6 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Directory Listings and Files</u> This series documents current or former employees and/or phone listings, office listings or lists of contacts or service providers.	010041	Retain until superseded, obsolete, or rescinded then destroy.
<u>Emergency Planning and Related Records - Master Copy</u> This series consists of disaster plans, emergency action plans, contingency plans, etc.	010042	Retain 2 years after superseded then destroy in compliance with No. 8 on schedule cover page.
<u>Employee Suggestion Program Files</u> This series documents the implementation and control of an employee suggestion plan.	010043	Retain 3 years after last action then destroy.
<u>Environmental Impact Studies - Locality's Record Copy</u> This series consists of records and reports documenting the environmental impact of major projects proposed by localities or reviewed by locality officials. Reports required by <i>Code of Virginia</i> §15.2-2202.	010044	Retain permanently in locality.
<u>Executive Orders - Originator's Record Copy</u> This series documents orders of the city manager or county administrator.	010045	Retain permanently in locality.
<u>Feasibility Studies</u> This series consists of feasibility studies created by or for a locality.	010046	Retain permanently in locality.
<u>Finding Aids or File Locators</u> This series consists of lists created to locate files, records or artifacts.	010047	Retain as long as administratively necessary then destroy.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 7 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Forms Management Files</u> This series consists of records created to control the development, design, and use of forms.	010048	Refer to records series 010091, "Records Management Files."
<u>Freedom of Information Act (FOIA)</u> This series consists of responses to requests to view official records or retrieve information from official records. <i>Code of Virginia 2.2-3700 et seq.</i>	010049	Retain 3 years after final action then destroy.
<u>Governing Body Agenda Files</u> This series documents proposed agendas of meetings of city/town council and board of supervisors. Also includes copies of public notices of meetings and supporting documentation presented to the council or board prior to or during meetings.		Refer to <i>General Records Retention and Disposition Schedule No. GS-4, County, City and Town Administration Records</i> for retention guidelines.
<u>Grant Records (non-fiscal)</u> This series documents grant acceptance or approval, completion and conformance with grant stipulations that are not of a fiscal nature.	010051	Retain in accordance with terms of grant or 5 years after termination, whichever is greater; then destroy in compliance with no. 8 on the schedule cover page.
<u>Graphic Arts Materials</u> This series documents creation of graphic arts materials for internal or external use and copies of those materials.	010052	Retain as long as administratively necessary then destroy.
<u>Grievance Records</u> This series documents employee complaints about supervisory or management personnel, other employees or working conditions.		Refer to <i>General Records Retention and Disposition Schedule No. GS-3, Personnel Records</i> for retention guidelines.
<u>Hearings - Administrative</u> This series documents administrative hearings not listed on another records retention schedule.	010054	Retain 3 years after last action then destroy.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 8 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Indexes, Checklists and Control Lists</u> This series consists of forms, books, or computer records used for internal control of a process or action that does not act as the only record of final approval of the action or process.	010055	Retain until superseded, obsolete, or rescinded then destroy.
<u>Information and Public Education Records - Pamphlets, Visual Aids and/or News Clippings Regarding Historically Significant Events</u> This series documents public information or education campaigns and materials or items about the locality, collected from public sources. Also refer to records series 010089, "Recordings, Audio and Visual."	010056	Retain permanently in locality.
<u>Information and Public Education Records - Other Records</u> This series documents public information or education campaigns and materials or items collected from various sources about the locality. Also refer to records series 010089, "Recordings, Audio and Visual."	010057	Retain until superseded, obsolete, or rescinded then destroy.
<u>Investigative Files, Records or Reports</u> This series consists of records of any internal investigation of incidents, local officials, employees, departments or operations and policies not covered by another general or specific schedule.	010058	Retain 3 years after final action then destroy.
<u>Legal Opinions - Requested by the Locality</u> This series consists of opinions requested by the locality, its officials, employees or departments, from the city or county attorney or the Attorney General's office on matters of law.	010059	Retain permanently in locality.
<u>Legal Opinions - Other Opinions</u> This series consists of information, courtesy, or general distribution copies of legal opinions.	010060	Retain as long as administratively necessary then destroy. Nonrecords per <i>Virginia Public Records Act</i> ; disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.





# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 9 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Litigation Case Files</u> This series documents current status of legal cases involving the locality, its officials, employees or departments.	010061	Retain 5 years after final disposition then destroy.
<u>Litigation Case Files - Other Case Files</u> This series documents current status of legal cases involving the locality, its officials, employees or departments.	010062	Retain as long as administratively necessary then destroy.
<u>Locality Annual Reports - Record Copy</u> This series consists of reports prepared by or for the locality addressing the "state" of the locality, including goals, targets, objectives and finances.	010063	Retain one copy permanently in locality. Transfer one copy to the Archives, Library of Virginia.
<u>Locality History Files</u> This series consists of significant material that conveys the history of the locality, its government, its accomplishments, its officials or employees. May be material of an <u>exceptional</u> nature that is listed as disposable in this or other general schedules. Includes, but is not limited to, scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by the locality. Also included are narratives; printed, audio, or audiovisual histories; or matters of significant historical importance.	010064	Retain permanently in locality or may be offered to the Archives, Library of Virginia. Archives may purge records in accordance with standard archival practices.
<u>Management Reports</u> This series consists of reports created for internal control or management of a specific function of the local government.	010065	Retain as long as administratively necessary then destroy.
<u>Microform Inspection Records</u> This series documents verification that microfilm prepared by or for the locality has met specific standards.	010066	Refer to records series 010093 and 010094, "Records Management Files."



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 10 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Minutes</u> This series consists of records of the proceedings of various boards, commissions, committees, etc.	010067	Refer to records series 010029, 010030, 010031 and 010032, "Board, Conference or Committee Meeting Records."
<u>Motion Pictures - Locality Produced or Sponsored (other than training material and temporary recordings of minutes)</u> This series consists of motion pictures or videos prepared by or for locality for a specific purpose. Does not include commercially available material.	010068	Retain one copy permanently in locality.
<u>Office Instructions or Procedures (internal use)</u> This series consists of internal guidelines, policies or instructions for the operation of an office or a function.	010069	Retain until superseded, obsolete, or rescinded then destroy.
<u>Organization Files - Administrative Structure and Management</u> This series consists of original material outlining organization or functions of the locality's major administrative units; also, material about the reorganization of the departments or management structure.	010070	Retain permanently in locality.
<u>Organization Files - Other Records</u> This series consists of files not directly related to the organization or reorganization of the locality's management structure.	010071	Retain until superseded, obsolete, or rescinded then destroy.
<u>OSHA Records</u> This series consists of records kept to fulfill requirements of the federal government's Occupational Safety and Health Administration or the state's Department of Labor and Industry.		Refer to <i>General Records Retention and Disposition Schedule No. GS-3, Personnel Records</i> for retention guidelines.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 11 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Photographs and Negatives - Historically Significant</u> This series consists of photographs or negatives created by or for locality. Includes events that document the locality's organization, special ceremonies, occasions, events, and facilities. May include commercially available material.	010073	Retain permanently in locality or may be offered to the Archives, Library of Virginia.
<u>Photographs and Negatives - Personnel Identification</u> This series consists of negatives, image files or photographs used for identification of employees, contractors, or vendors. Includes requesting paperwork or documentation.	010074	Retain 1 year after end of employment, or until superseded, then destroy.
<u>Photographs and Negatives - Other Material</u> This series consists of photographs, negatives, image files, filmstrips, or slides produced by the locality, not considered historically significant.	010075	Retain as long as administratively necessary then destroy.
<u>Planning Files - Administrative</u> This series documents the planning of administrative changes or projects, major purchases, significant events or occasions not requiring board or council approval of the details. Does not include zoning or land use planning (refer to <i>General Records Retention and Disposition Schedule No. GS-6, Land Use and Public Works Records</i> ). Refer to records series 010064, "Local History Files" for records of historic interest.	010076	Retain until superseded, obsolete, or rescinded then destroy.
<u>Policy and Procedure Records - City, County or Town Administration</u> This series consists of policy or procedural guidance issued or approved by the city council, city manager, board of supervisors and/or county administrator.		Refer to <i>General Records Retention and Disposition Schedule No. GS-4, County, City and Town Administration Records</i> for retention guidelines.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 12 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Policy and Procedure Records - Others</u> This series consists of policy or procedural guidance not issued or approved by the city council, city manager, board of supervisors and/or county administrator or duplicate copies of approved material.	010078	Retain until superseded, obsolete, or rescinded then destroy.
<u>Presentation Materials</u> This series consists of materials created for use in briefings, demonstrations, classes, or seminars (e.g., slides overheads, flip charts, handouts). Does not include commercially available materials.	010079	Retain as long as administratively necessary then destroy.
<u>Privacy Act - Information Request and Response Records</u> This series documents receipt of requests for protected information and the response to the request. <i>Code of Virginia</i> §§2.2-3800 <i>et seq.</i>	010080	Retain 3 years after final action then destroy.
<u>Privacy Act - Requests to Amend Personal Information</u> This series documents receipt of requests to alter or amend personal information retained by locality and response to the request. <i>Code of Virginia</i> §§2.2-3800 <i>et seq.</i>	010081	Retain 3 years after final action then destroy in compliance with No. 8 on schedule cover page.
<u>Project Documentation Files</u> This series consists of records created to design, develop, control or monitor a specific project or group of projects.	010082	Retain until superseded, obsolete, or rescinded then destroy.
<u>Public Relations Files - Historically Significant</u> This series consists of records created to provide information to the public at large or specific elements of the public, business or government communities. Includes pamphlets, visual aids, news releases and news clippings regarding historically significant events. Also, one official copy of any historically significant publications.	010083	Retain permanently in locality.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 13 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Public Relations Files - Other Items</u> This series consists of records created to provide information to the public at large or specific elements of the public, business or government communities. Includes routine records.	010084	Retain as long as administratively necessary then destroy.
<u>Publications - Locality Produced or Sponsored</u> This series consists of official publications of locality meant for public distribution or general internal distribution.	010085	Retain one copy permanently in locality. At time of publication send 2 copies of each title to Government Documents Program, Library of Virginia. Library may purge records in accordance with standard library practices. <i>Code of Virginia</i> §42.1-94.
<u>Publication or Duplication Masters or Proofs</u> This series consists of materials used to produce publications.	010086	Retain until no longer required for future duplication or revision then destroy.
<u>Recordings, Audio and Visual - Historically Significant</u> This series consists of audio or visual recordings, created by or for a locality, that are of an enduring historically significant nature or that describe the current function or organization of the locality's major administrative units. Commercially available material may be included, if appropriate. Does not include recordings used in lieu of minutes or as temporary transcripts of minutes.	010087	Retain permanently in locality.
<u>Recordings, Audio and Visual - Security Recordings</u> This series consists of audio or visual recordings created by or for the locality, related to the monitoring or security of facilities.		Refer to <i>General Records Retention and Disposition Schedule No. GS-16, General Services Records</i> for retention guidelines.
<u>Recordings, Audio and Visual - Other Recordings</u> This series consists of audio or visual recordings, not listed in records series 010087, created by or for the locality. Does not include commercially available material or recordings used in lieu of minutes or as temporary transcripts of minutes.	010089	Retain as long as administratively necessary then destroy.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 14 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Records Management Files - Approved Certificates of Records Disposal (Form RM-3)</u> This series consists of Records Officer's copies of approved disposal certificates. Refer to <i>Public Records Management Manual</i> for further instructions.	010090	Retain 3 years then destroy.
<u>Records Management Files - Approved Forms Masters and Supporting Documentation</u> This series documents the development, design, approval, and use of forms.	010091	Retain until superseded, obsolete, or rescinded then destroy.
<u>Records Management Files - Approved Retention and Disposition Schedules</u> This series consists of the locality's copy of approved retention and disposition schedules, including general and specific schedules. <i>Code of Virginia</i> §42.1-86.1.	010092	Retain until superseded, obsolete, or rescinded then destroy..
<u>Records Management Files - Microform Records - Inspection Reports</u> This series documents the inspection and approval of microfilm prepared by or for locality. Includes copies of background densities and inspection reports. §17VAC15-20-70.	010093	Retain 3 years then destroy.
<u>Records Management Files - Microform Records - Processing or Methylene Blue Tests</u> This series documents testing required to validate the correct processing and development of microfilm. <i>Virginia Administrative Code</i> §17VAC15-20-70.	010094	Send original to Imaging Services Branch, Library of Virginia. Retain one copy until film is destroyed.
<u>Reference Files</u> This series consists of material collected solely for reference or office library use. Generally includes printed material that is routinely distributed or collected.	010095	Retain as long as administratively necessary then destroy. Nonrecords per <i>Virginia Public Records Act</i> ; disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 15 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Release Forms – Adults</u> This series documents individual liability release statements for adults which are required for participation in various programs.	010022	Retain 5 years then destroy in compliance with No. 8 on the schedule cover page.
<u>Release Forms – Minors</u> This series documents individual liability release statements for children under the age of 18 required for participation in various programs.	010026	Retain 5 years after the minor turns 18 then destroy in compliance with No. 8 on the schedule cover page.
<u>Reports</u> This series consists of routine reports not listed on any general schedule or special schedule. This series applies only if reports are filed separately. If normally filed with any other series, the retention for that series applies (e.g., reports on Privacy Act requests have the same retention as the Privacy Act request).	010096	Unless applicable to another series number, retain as long as administratively necessary then destroy.
<u>Safety Records</u> This series consists of accident reports, accident investigations and safety policy statements except those records required by OSHA or the Department of Labor and Industry.	010097	Retain 3 years after last action then destroy.
<u>Schedule of Daily Activities - Convenience or Administrative Control</u> This series consists of records used to control or record the activities of employees other than payroll/hourly wage records. Includes diaries, logs, registers and other similar records.	010098	Retain as long as administratively necessary then destroy.
<u>Schedule of Daily Activities - Required by Law or Regulation</u> This series consists of records required by code, law, statute or regulation to control or record the activities of employees other than payroll/hourly wage records. Includes diaries, logs, registers and other similar records.	010099	Unless scheduled elsewhere, retain 2 years then destroy.



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 16 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Security Backup Files</u> This series consists of duplicate copies of records, usually electronic records, created for information security purposes.	010100	Retain as long as administratively necessary then destroy. Nonrecords per <i>Virginia Public Records Act</i> ; disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Special Interest Items</u> This series consists of records, files or documents, regardless of scheduled retention period, determined to be of special historic or research interest by the governing body of a locality.	010101	Retain permanently in locality.
<u>Speeches</u> This series consists of speeches delivered by an official acting in fulfillment of job responsibilities.	010102	Refer to records series 010083 and 010084, "Public Relations Files."
<u>Staff Meeting Files</u> This series documents internal staff meetings.	010103	Retain as long as administratively necessary then destroy.
<u>Subject Files</u>		Refer to records series 010037, 010038, 010039, 100891, 100892, 100893, "Correspondence/Subject Files."
<u>Surveys, Administrative</u> This series consists of surveys produced by or for the locality for administrative, informational or research purposes.	010105	Retain 2 years then destroy.
<u>Telephone Logs - Routine, Not Related to Law Enforcement or Emergency Services</u> This series consists of administrative documentation of incoming or outgoing telephone calls.	010106	Destroy 60 days after last entry.





# RECORDS RETENTION AND DISPOSITION SCHEDULE

## GENERAL SCHEDULE NO. 19

### COUNTY AND MUNICIPAL GOVERNMENTS

### ADMINISTRATIVE RECORDS

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 17 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Telephone Message Slips - Relevant to Specific Actions</u> This series consists of forms or papers used to notify staff of incoming calls, phone messages and/or requesting return calls. These messages have a bearing on actions or decisions taken or not taken.	010107	Transfer to related records series listed on this or other retention schedule.
<u>Telephone Message Slips - Routine Messages</u> This series consists of forms or papers used to notify staff of incoming calls, phone messages and/or requesting return calls. These messages document no specific actions.	010108	Retain as long as administratively necessary then destroy. Disposal reporting on a <i>Certificate of Records Disposal</i> (RM-3) is not required for these items only.
<u>Vacation or Work Schedules</u> This series consists of schedules of employee's time off from work, not created specifically for payroll purposes.	010109	Retain 2 years then destroy.
<u>Voice Mail/Answering Machine Messages - Relevant to Specific Actions</u> This series consists of recordings of incoming telephone calls. These messages have a bearing on actions or decisions taken or not taken.	010111	Document on paper and transfer information to the relevant records series listed on this or other retention schedule.
<u>Voice Mail/Answering Machine Messages - Routine Messages</u> This series consists of recordings of routine incoming telephone calls.	010112	Retain as long as administratively necessary then destroy. Disposal reporting on a <i>Certificate of Records Disposal</i> (RM-3) is not required for these items only.
<u>Work or Production Control Records</u> This series consists of records, not related to any other existing locality records series, created to project, monitor, control, tabulate, or report the daily work activities of an individual or group other than payroll records.	010113	Retain as long as administratively necessary then destroy.

**RECORDS RETENTION AND DISPOSITION SCHEDULE  
GENERAL SCHEDULE NO. 19  
COUNTY AND MUNICIPAL GOVERNMENTS  
ADMINISTRATIVE RECORDS**

EFFECTIVE SCHEDULE DATE: March 20, 2008

PAGE 18 OF 18 PAGES

RECORDS SERIES AND DESCRIPTION

SERIES NUMBER

SCHEDULED RETENTION AND DISPOSITION

Work Orders - Administrative Copies

010114

Retain 3 years then destroy.

This series consists of requestor's copies of work orders or production orders. Refer to *General Records Retention and Disposition Schedule No. GS-16, General Services Records*, for additional records.